

**POSITION ANNOUNCEMENT
UNITED STATES BANKRUPTCY ADMINISTRATOR**

The United States Court of Appeals for the Fourth Circuit is now accepting applications for the position of United States Bankruptcy Administrator for the Western District of North Carolina. The term of appointment is five years, with an annual salary range of \$119,897 - \$187,237 (JSP 15-17) and the duty station is Charlotte.

The Bankruptcy Administrator is responsible for supervising trustees and debtors in possession in bankruptcy cases and assuring that such persons effectively administer estates in cases in the district under section 1134, of Title 28, United States Code.

Applicants must be a member in good standing of the bar of the highest court of at least one state, the bar of the Commonwealth of Puerto Rico, or the bar of the District of Columbia, and be a member in good standing of every other bar of which the nominee is a member. A minimum of three years of active practice of law is required. The Court may consider as substitute experience for the active practice of law the following, including any combination thereof: (1) judge of a court of record or other judicial officer; (2) attorney for federal or state agencies and courts; (3) law clerk to any judge or judicial officer (limited to two years). In addition, applicants must be competent to perform the duties of the office; must possess and have a reputation for integrity and good character; a commitment to equal justice under the law; and outstanding legal ability and competence. Applicants must be of sound mental and physical health and indicate by demeanor, character, and personality that they would exhibit the quality of judgment and temperament required of an officer of the judiciary if appointed. Applicants cannot be related by blood or marriage to a judge of the appointing court of appeals or judicial council of the circuit, or to a judge within the district.

In carrying out these responsibilities the Bankruptcy Administrator performs such duties as:

- establishes, maintains, and supervises a panel of private trustees who are eligible and available to serve as trustees in cases under Title 11; develops procedures for the conduct of meetings held pursuant to Section 341 of Title 11;
- oversees performance of both panel and non-panel trustees, debtors in possession, and all other fiduciaries serving in all cases under Chapters of the Code;
- reviews estate documents and provides reports as required or on request of the court;
- provides technical assistance and responds to questions of trustees and other fiduciaries, court employees, and the public concerning trustee and case administration matters;
- conducts formal training seminars and workshops for trustees on such topics as the law and techniques for liquidation;
- develops and maintains informational systems (e.g., statistical and financial) to permit an accurate assessment about the effectiveness of the bankruptcy administrator program;
- performs such other duties or services deemed necessary to carry out the mandate and intent of the Congress to insure an effective system for the oversight of estate administration.

To receive a copy of the application materials, submit a request to the attention of Samuel W. Phillips, Circuit Executive, U.S. Court of Appeals for the Fourth Circuit, by email to ce04_vacancy@ca4.uscourts.gov. Completed applications must be returned no later than March 10, 2017.

The United States Court of Appeals for the Fourth Circuit is an equal opportunity employer.